

UPDATE

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September 2005

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Director's Message

Hurricane Katrina has touched all of our hearts as we witnessed the devastation left by this tragic event. The outpour of donations in our community to those in need has been a beautiful thing. Please keep your donations of money and personal items going through whatever means you choose. There are several civilian personnel initiatives available for federal employees to assist their counterparts. Visit www.cpol.army.mil and look to the left side for the latest guidance on how you can help. Call your CPAC advisor at 6-0927 if you have any questions concerning the information.

The National Security Personnel System (NSPS) is scheduled to commence in September 2005 for labor relations. This will affect all agencies within the Department of the Army to include Fort Leonard Wood. One member of the Civilian Personnel Advisory Center (CPAC) staff has already been to train-the-trainer training with more sessions to follow. Prior to full implementation, informational training will be provided to all military and civilian personnel on this installation. This will be a huge undertaking, but the CPAC staff will meet this challenge. I have been keeping close tabs on how it will affect Fort Leonard Wood's labor relations with the three labor unions and I anticipate that Fort Leonard Wood will continue the excellent relationships it currently has with them. Other aspects of NSPS will be applied in systematic spirals. The current schedule for the remaining part of NSPS to affect Fort Leonard Wood is in early FY 06; however, the timelines have been slipping so this date may not hold. Some myths were published about NSPS in the March 2005 Update. I plan on publishing any other information about NSPS as I receive it. I urge all of you to take advantage of what information and training is now available on this website: www.cpms.osd.mil/nsps/index.html

Sandra Kruse, Director
Civilian Personnel Advisory Center

CPAC Announcement

The Civilian Personnel Advisory Center would like to take a moment to remind everyone that appointments with Human Resources Advisors and Assistants are encouraged. This will benefit everyone involved.

**Human Resources Advisors and Assistants are available for appointments and or phone calls from
0900 – 1130 & 1230 – 1630
Monday through Friday**

Call 596-0927 to set up your appointment today!!

Hours of Operation

Civilian Personnel (CPAC)
0900 – 1130 1230 – 1630
Building 470, Room 2205
573-596-0927

Non-Appropriated Funds (NAF)
0730 – 1130 1230 – 1630
Building 470, Room 2204
573-596-0283

Missouri Career Center
0800 – 1630
Building 470, Room 2203
573-596-0294

<http://www.wood.army.mil/CPO/Accept1.pdf>

http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm

<http://www.works.state.mo.us/>

Missouri Career Center

Need help with finding a job?

The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

Individuals who have used the Career Center before may remember Missouri Works. As of June 1st the State of Missouri switched to using GreatHires.org. If experiencing any problems or any questions don't hesitate to give them a call.

573-596-0294
Bldg 470, Rm 2203
M-F - 8:00am to 4:30pm

Job Accommodation Network (JAN)

JAN is a toll-free information and referral service on job accommodations for people with disabilities; on the employment provisions of the Americans with Disabilities Act; and on resources for technical assistance, funding, education, and services related to the employment of people with disabilities. In addition, JAN analyzes trends and statistical data related to the technical assistance it provides. JAN can be accessed by phone or TTY at 1-800-526-7234 or 1-800-ADA-WORK (1-800-232-9675) or <http://www.jan.wvu>.

HEALTH CARE PROFESSIONALS

Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at one of the Dental Clinics for the following occupations:

- ✦ Physician, GS-602
- ✦ Dentist, GS-680
- ✦ Podiatrist, GS-668
- ✦ Optometrist, GS-662
- ✦ Registered Nurse, GS-610
- ✦ Physician Asst., GS-603
- ✦ Pharmacist, GS-660
- ✦ Audiologist, GS-665
- ✦ Dental Assistant, GS-681
- ✦ Practical Nurse, GS-620

Provide copies of your **college transcript, license, and resume** to:

Soldier Service Center, Bldg #470
ATTN: CPAC, Ste #2205
140 Replacement Avenue
Fort Leonard Wood, MO 65473

Or just come on in with your information!

FEHB Open Season

Reminder:

The next Federal Employee's Health Benefits Open Season will be from November 14, 2005, to December 14, 2005. During this time you will be able to make or change any health benefit's elections.

Changes to the Flexible Spending Account Federal Program (FSAFEDS)

On May 18, 2005, the Department of the Treasury and the Internal Revenue Service issued a notice giving employers the flexibility to amend their plan documents to allow enrollees with FSAs up to 14-1/2 months to incur eligible expenses using their annual plan election.

The OPM issued a news release on June 22, 2005, allowing an additional 2-1/2 months (until March 15th of each year) starting in 2006 for employees to incur claims for the current plan year and use their current year account balances. OPM's announcement, which takes effect for the 2005 plan year, is expected to reduce the amount of monies employees forfeit through the annual "use-it or lose-it" rule.

In addition, an extension until May 31st of each year will be allowed to file claims for expenses incurred through March 15th. This means that for the 2005 CY, employees will have until May 31, 2006, to submit their claims. If your 2005 account balance does not have sufficient funds to reimburse claims incurred through March 31, 2006, the unpaid balance will be paid out of your 2006 account if you re-enrolled during Open Season. If you do not re-enroll, you cannot be reimbursed in full for those expenses.

Currently the FSAFEDS Program allows employees to contribute pre-tax income up to \$4,000.00 each year to a health care FSA to pay for qualified medical and dependent care, eye-ware, prescription drugs, co-payments, and over-the-counter medicines. Employees may also fund a separate FSA up to \$5,000.00 annually to cover the cost of child-care or to pay for the care of qualifying parents or other eligible dependents.

For plan year 2006, the annual health care FSA contribution limit will increase from \$4,000.00 to \$5,000.00. This change does not apply to your current 2005 account.

The requirement to re-enroll each year to participate in the FSAFED Program remains unchanged.

Please visit the FSAFED website at www.fsafeds.com for answers to frequently asked questions prior to contacting your servicing Civilian Personnel Advisory Center (CPAC).

Making Benefits Elections Using the ABC Center

Go through the Army Benefits Center (ABC) telephone number at **1-877-276-9287** or through the ABC website at <https://www.abc.army.mil> to make **any** benefit election, cancel coverage, or receive general information. This includes Thrift Savings Plan (TSP), Federal Employee Group Life Insurance (FEGLI), and Federal Employees Health Benefits (FEHB).

By Telephone

If you use the phone, it is suggested that you go to the website first and when the web page comes up, scroll down until you see the **ABC-C Telephone Menu** and print it out so you will know what to expect when you call them.

- If you call them you will need a Personal Identification Number (PIN) which is your MMY of birth the first time you enter it (birthday of 3-15-46 would be 0346).
- Then you will be instructed to enter a new 6 digit PIN of your choice. The PIN you choose **cannot** be:
 - Your Date of Birth;
 - Repeated numbers (more than 3X);
 - Your Service Computation Date (SCD) for leave (See your SF50 or Leave and Earning Statement (LES) defined below);
 - Consecutive numbers (123456).

By Computer/On-Line

If you use the computer you will be instructed to enter a PASSWORD and a PIN. You will need your LES or a recent SF50 for your SCD for leave, your pay plan, grade, and step that you must enter to set your PIN and password.

Making Benefits Elections Cont.

NOTE: If you are a new employee and do not yet have a LES, contact the personnel coordinator in your office for a copy of your SF50 or for a printout of the information required (SCD, pay plan, grade, and step).

When the ABC website <https://www.abc.army.mil> is on your screen:

- Click on “Benefits/EBIS”
- Click on “Set Password” (do not enter any numbers in the social security or password fields on this screen).
- Enter information and click “Continue”
- Enter a new password twice and click “Continue”
 - The password must include upper and lower case letters and a number.
- Click on ArmyEBIS
- Scroll down and Click on “New User” to set your PIN. The PIN you choose cannot be:
 - **Your Date of Birth;**
 - **Repeated numbers (more than 3X);**
 - **Your SCD for leave (See your SF50 or LES defined below);**
 - **Consecutive numbers (123456).**
- When PIN is set, close the page and click on EBIS
- Enter your SSN and new PIN and Click on “Login”
- Scroll down and click on “Transactions”
- Go to whichever benefit you want to change and click on “Change”

NOTES: The PIN number you set will never expire. If you forget your PIN, go through the same steps as above by selecting “Reset PIN” after entering the Army EBIS logon screen. The PASSWORD will expire every 90 days. You can change it on-line.

FEGLI Open Season Transaction Update

This message is a follow-up to an item issued in ABC-C 's August 2005 Newsletter reiterating information regarding FEGLI Open Season transactions.

Did you make a Federal Employees' Group Life Insurance (FEGLI) Open Season election during the Open Season last year (September 2004)? If you did, the election you made could become effective this weekend. Open Season coverage becomes effective on the first day of the first full pay period that begins on or after September 1, 2005, AND that ***follows*** a pay period in which you meet the pay and duty status requirements. For most employees, this will be September 4th. If you do not meet the pay and duty status requirements, your election will be delayed until the beginning of a pay period *after* which you have met those requirements.

The Employee Benefits Information System (EBIS) website at <https://www.abc.army.mil> or the Interactive Voice Response System (IVRS) at 1-877-276-9287 can be used to verify your pending election. In EBIS, go to the *Transactions* page and review the information in the pending section. To print a copy of your election, click on the words *Printer Friendly Version*. To hear your pending transaction using the IVRS automated phone system, go to the FEGLI menu and select the option to hear your pending transaction.

Once your duty status is verified, your transaction will be processed. You will then be able to view or hear your new FEGLI coverage the following day in EBIS or IVRS. For most employees, this will be September 5th, with a corresponding pay date of September 29, 2005. For those employees paid on the early pay cycle, your pay date will be on September 23, 2005.

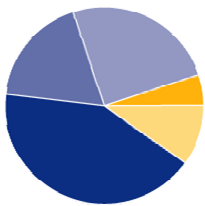
NOTE: If you decide that you no longer desire your Open Season transaction, you have until Saturday, September 3, 2005 to void your projected action. Simply go to EBIS, select *Transactions*, click the *Void* button, and follow the screens to void the action. If you prefer to void your election via IVRS, dial our toll-free number above and follow the prompts to cancel your projected election.

As always, you can lower or cancel your FEGLI coverage at any time. Remember, it is easy to lower or cancel your coverage; however, there are limited opportunities to increase your coverage.

If you have questions concerning your FEGLI Open Season election, please do not hesitate to contact a Benefits Counselor.

TSP Introduces The L Fund

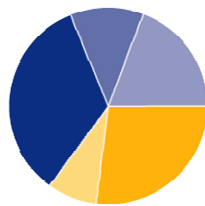
The L Funds provide you with a convenient way to diversify your account among the G, F, C, S, and I Funds, using professionally determined investment mixes that are tailored to different time horizons. Your “time horizon” is the date (after you leave Federal service) that you think you will need the money in your TSP account. Because it is important for each L Fund to maintain its target investment mix, the TSP will automatically rebalance each L Fund daily. Then, each quarter, the investments in each L Fund will shift to a slightly more conservative mix. In addition, experts will review the investment mixes periodically to be sure they are still appropriate.



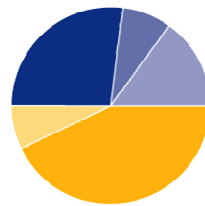
L 2040



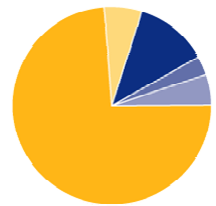
L 2030



L 2020



L 2010



L Income

Press Control and click on each L Fund's pie chart above to see the potential investors, objectives, and asset allocations associated with that fund. To see more detailed information on all of the L Funds, visit the web site www.tsp.gov.

Where is my Resume?

Resumix resumes are being purged from the system after a period of inactivity. A resume will be purged if the current resume has been in the Resumix database for over 12 months, and there is not a record of a self-nomination within the last 12 months. There is a notification system in place. A message should start appearing 60 days prior to the date when a resume would be purged. The message will appear at subsequent logins until the applicant either self-nominates for a job, submits a new resume or the resume is purged.

Use Or Lose Annual Leave

REMINDER: Employees should be scheduling any unused “use or lose” annual leave now, to be used before the end of the leave year. This year the last day to have your use or lose leave approved is 26 Nov 05. It must be used no later than 7 Jan 06. Employees may only request restoration of scheduled annual leave canceled due to an exigency of the public business. This “use or lose” annual leave must have been requested in writing by the employee and approved by the supervisor at least three biweekly pay periods before the end of the leave year. The leave may be scheduled for use during the final three pay periods; however, the scheduling decision must have been made before the beginning of the third biweekly pay period before the end of the leave year. An OPM Form 71 shall be used for this purpose. When an employee chooses not to schedule or use annual leave to avoid forfeiture, he or she will not be eligible to have forfeited leave restored.

Minimum Charge for Leave

IAW with FLW CPR 690-12, chapter 1 paragraph 1-7, the minimum charge for annual leave and sick leave is 15 minutes with the following exception. The minimum charge for sick leave and annual leave for employees in the two bargaining units (BUS Code 3410 and 3420) represented by American Federation of Government Employees (AFGE), Local, 908 remains one hour or multiples of one hour.

90 Day Restriction for Job Changing

Did you know that employees are prohibited from being reassigned, promoted or transferred to a job in another geographical area until 3 months have elapsed since their “latest non-temporary competitive appointment”? That means you can’t move to another job for 3 months if you were hired from a “DEU” referral list. A DEU (Delegated Examining Unit) referral list is one that is generated from a job announcement that was open to “any U.S. citizen”.

If you have questions concerning the hiring authority that was used for your appointment or questions concerning other staffing programs, policies and procedures, you can contact your civilian human resources advisor at 573-596-0927.

No FEAR Act Notice

Reminder

On May 15, 2002, Congress enacted the "Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002," which is now known as the No FEAR Act. One purpose of the Act is to "require that Federal agencies be accountable for violations of antidiscrimination and whistleblower protection laws." Pub. L. 107-174, Summary. In support of this purpose, Congress found that "agencies cannot be run effectively if those agencies practice or tolerate discrimination." Pub. L. 107-74, Title I, General Provisions, Section 101(1).

The Act also requires this notice be provided to Federal employees, former Federal employees and applicants for Federal employment to inform them of the rights and protections available to you under Federal antidiscrimination, whistleblower protection and retaliation laws.

Antidiscrimination Laws

A Federal agency cannot discriminate against an employee or applicant with respect to the terms, conditions or privileges of employment on the basis of race, color, religion, sex, national origin, age, disability, marital status or political affiliation. Discrimination on these bases is prohibited by one or more of the following statutes: 5 U.S.C. 2302(b) (1), 29 U.S.C. 206(d), 29 U.S.C. 631, 29 U.S.C. 633a, 29 U.S.C. 791 and 42 U.S.C. 2000e-16.

If you believe that you have been the victim of unlawful discrimination on the basis of race, color, religion, sex, national origin or disability, you must contact an Equal Employment Opportunity (EEO) counselor within 45 calendar days of the alleged discriminatory action, or, in the case of a personnel action, within 45 calendar days of the effective date of the action, before you can file a formal complaint of discrimination with your agency. (See, e.g., 29 CFR 1614). If you believe that you have been the victim of unlawful discrimination on the basis of age, you must either contact an EEO counselor as noted above or give notice of intent to sue to the Equal Employment Opportunity Commission (EEOC) within 180 days of the alleged discriminatory action. If you are alleging discrimination based on marital status or political affiliation, you may file a written complaint with the U.S. Office of Special Counsel (OSC). (See contact information below). In the alternative (or in some cases, in addition), you may pursue a discrimination complaint by filing a grievance through your agency's administrative or negotiated grievance procedures, if such procedures apply and are available.

Whistleblower Protection Laws

A Federal employee with authority to take, direct others to take, recommend or approve any personnel action must not use that authority to take or fail to take, or threaten to take or fail to take, a personnel action against an employee or applicant because of disclosure of information by that individual that is reasonably believed to evidence violations of law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety, unless disclosure of such information is specifically prohibited by law and such

No FEAR Act Cont.

information is specifically required by Executive order to be kept secret in the interest of national defense or the conduct of foreign affairs.

Retaliation against an employee or applicant for making a protected disclosure is prohibited by 5 U.S.C. 2302(b)(8). If you believe that you have been the victim of whistleblower retaliation, you may file a written complaint (Form OSC-11) with the U.S. Office of Special Counsel (OSC) at 1730 M Street NW., Suite 218, Washington, DC 20036-4505 or online through the OSC Web site--www.osc.gov. A Federal agency cannot retaliate against an employee or applicant because that individual exercises his or her rights under any of the Federal antidiscrimination or whistleblower protections laws listed above. If you believe that you are the victim of retaliation for engaging in protected activity, you must follow, as appropriate, the procedures described in the Antidiscrimination Laws and Whistleblower Protection Laws sections or, if applicable, the administrative or negotiated grievance procedures in order to pursue any legal remedy.

Disciplinary Actions

Under the existing laws, each agency retains the right, where appropriate, to discipline a Federal employee who has engaged in discriminatory or retaliatory conduct, up to and including removal. If OSC has initiated an investigation under 5 U.S.C. 1214, however, according to 5 U.S.C. 1214(f), agencies must seek approval from the Special Counsel to discipline employees for, among other activities, engaging in prohibited retaliation. Nothing in the No FEAR Act alters existing laws or permits an agency to take unfounded disciplinary action against a Federal employee or to violate the procedural rights of a Federal employee who has been accused of discrimination.

Additional Information

For further information regarding the No FEAR Act regulations, refer to 5 CFR 724, as well as the appropriate offices within your agency (e.g., EEO/civil rights office, human resources office or legal office). Additional information regarding Federal antidiscrimination, whistleblower protection and retaliation laws can be found at the EEOC Web site--www.eeoc.gov and the OSC Web site--www.osc.gov.

Existing Rights Unchanged

Pursuant to section 205 of the No FEAR Act, neither the Act nor this notice creates, expands or reduces any rights otherwise available to any employee, former employee or applicant under the laws of the United States, including the provisions of law specified in 5 U.S.C. 2302(d).

Does Your

Unit Have

Trained Sponsors?

Sponsorship Training is conducted every month at **1300-1400** in Bldg 470, Room 2221*. Training is 1 hour in length. The next training is on **08 September 2005**.

Please call the Army Community Service (ACS) Relocation Readiness office at 596-5627 to schedule your personnel for the next Sponsorship Training.

We ask that you call and sign up to ensure that enough class material is prepared. Thank you for your assistance.

* Room subject to change, please call to verify room number.

Useful Internet Addresses

FLW Job Announcements

<http://www.wood.army.mil/cpo/employ.htm>

CPOL Vacancy Announcements, Army Resume Builder, and Answer

<https://cpol.army.mil>

USAjobs

<http://www.usajobs.opm.gov>

Go to Search Jobs

Select State/City

Select Get Results

CPAC Homepage

<http://www.wood.army.mil/CPO>

NAF Job Announcements

http://www.fortleonardwoodmwr.com/nona appropriated_fund_employment.htm

Army Benefits Center (ABC/Civilian)

<https://www.abc.army.mil>

TSP

<http://www.TSP.gov>

Long Term Care

<http://www.ltcfeds.com>

FEGLI

<http://www.opm.gov/insure/life/>

MyPay

<http://www.dfas.mil/mypay/>

**Income Tax Information is at this website
W2's on line 6 Jan 05**

Back-to-School Safety

It's that time again, back to school time. While mothers and babysitters are all taking a big collective sigh of relief, we need to be aware of the increase in dangers to children.

Watch for children walking to and from school, crossing the street, lots, and at bus stops.

Watch for children in school parking lots. Children may suddenly run out from between cars.

Some children will be using bicycles to get to and from school. Be aware not all children will practice safe biking precautions.

Parents, make sure you children follow appropriate safety precautions.

- * Cross at an intersection.
- * Stop at the curb and look both ways.
- * Ensure children wear appropriate safety gear.

Special Emphasis Program (SEP) Staff

Current Managers:

Melvin "Mac" McNair	Equal Employment Opportunity SEP
Vacant	American Indian/Alaskan Native Program*
Kim Moats	Asian/Pacific Islander Program
Jocelyn Morris	Federal Women's Program
Lori McCrea	Individuals With Disabilities Program
Clem Perez	Hispanic Employment Program
CW3 Farrell Chiles/ Vacant as of 31 Mar 05	Black Employment Program

If anyone has an interest in applying for this volunteer/collateral duty position, please contact Mac McNair at 596-0602 for details.

Winter Weather Instructions

Winter Weather

Winter Weather will be here before the next edition of the Civilian Update. The following snow or ice guidance is provided to you when you look out your windows and find your ground covered in white!

Listen to the following radio stations for information on whether or not to report for work or if there is a delayed opening. Do not assume a delayed opening has been declared until you hear it on one of these radio stations.

24 Hours

Starting at 0500

KJEL-Lebanon 103.7 FM

KJPW –Waynesville/St.
Robert 102.3 FM Every
15 Minutes

KZNN/KTTR-Rolla 1490 AM

KDAY-Rolla 97.5

KRMS-Lake area 93.5 FM or
99.7 FM

KZNN-Rolla 105.3 FM

KFBD-Waynesville/St. Robert 97.9 FM

Normal Duty hours are 0730-1630. Liberal leave policies will be in effect.

Now is the time for managers to designate which employees are critical and essential and must report for work under all conditions.

If you are in doubt, your supervisor is just a phone call away. It is always advisable to keep the communication line open between you and your supervisor. Supervisors are required to account for the time you spend at work, time spent for excused absences, and time spent on leave

Compensatory Time For Travel

On January 28, 2005, an interim regulation for the Federal Workforce Flexibility Act of 2004 went into effect. This authorized a new form of compensatory time off for time spent by an employee traveling from the employee's official duty station when such time is not otherwise compensable. Travel must be for work purposes and approved by an authorized official.

Under this authority, compensatory time is authorized for the following travel performed on a non-work day or outside the employee's regular tour of duty:

- actual time spent traveling between official duty station and temporary duty station
- actual time spent traveling between two temporary duty stations
- the "usual waiting time" that precedes or interrupts travel; this is the one or two hour arrival time required at a transportation terminal prior to scheduled departure, or time spent at an intervening terminal awaiting connecting transportation.
- traveling between a worksite and transportation terminal that is outside the limits of the official duty station.

Compensatory time is NOT authorized under this authority for the following:

- travel time for which the employee is already being compensated (i.e., travel during normal duty day or on a holiday during hours for which employee is already being paid)
- travel to or from a transportation terminal within the limits of the official duty station.
- extended waiting period before or during actual travel if the employee is free to rest, sleep, or otherwise use the time for his or her own purposes
- bona fide meal periods
- time spent at the temporary duty station between arrival and departure
- employee's normal home-to-work/work-to-home commuting time when :
 - a. travel is directly between home and temporary duty station outside the limits of the official duty station
 - b. travel is between home and a transportation terminal that is outside the limits of the official duty station
- travel for a permanent change of station
- travel of SES employees

Compensatory time off for travel may be earned by an "employee" as defined in 5 U.S.C. 5541(2) who is employed in an "Executive agency" as defined in 5 U.S.C. 105, without regard to whether the employee is exempt from or covered by the overtime pay provisions of the Fair Labor Standards Act of 1938, as amended. This definition includes employees in senior-level (SL) and scientific or professional (ST) positions, but not members of the Senior Executive Service or prevailing rate employees. For more information see http://www.opm.gov/oca/pay/HTML/compensatory_time.asp.

Using Compensatory Time for Travel

REMINDER: Under the Federal Workforce Flexibility Act of 2004, any accrued compensatory time earned for official travel must be used with 26 pay periods (exceptions for LWOP for military service or worker' comp injury.)

ASIST Training

Applied Suicide Intervention Skills Training

Military and civilian supervisors and personnel in leadership positions are highly encouraged to attend. To enroll in a class please call Ron English at 563-4053.

CLS DATES:

13-14 SEP 05
04-05 OCT 05
13-14 DEC 05
14-15 FEB 06
14-15 MAR 06
11-12 APR 06
16-17 MAY 06
13-14 JUN 06
11-12 JUL 06
15-16 AUG 06
12-13 SEP 06

SUSPENSE:

23 AUG 05
23 SEP 05
2 DEC 05
3 FEB 06
3 MAR 06
31 MAR 06
5 MAY 06
2 JUN 06
30 JUN 06
4 AUG 06
1 SEP 06

LOCATION:

SPECKER CHAPEL
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Helping Our Heroes

The Department of the Army has initiated a program – called the Disabled Soldier Support System (DS3) - to provide severely disabled Soldiers and their families with a system of advocacy and personal support to assist them as they transition from military service to the civilian community.

Recognizing that our Soldiers, Marines, Airmen and Sailors that are being injured worldwide, particularly in support of the war on terror, have made a great sacrifice; Fort Leonard Wood would like to express our appreciation by providing support, opportunities, and information to help with their transition.

Local resources include the Army Career and Alumni Program (ACAP) Office, telephone 6-0175; the Employment Readiness Program (ERP) Office, telephone 6-3154; the Civilian Personnel Advisory Center (CPAC), telephone 6-0927; and the Missouri Career Center, telephone 6-0294; all located in Building 470. Detailed information concerning the DS3 initiative is available online at www.ArmyDS3.org





Insightful Thought

High Energy

Winner's Circle Network with Lou Tice - 8/2/05 - "High Energy"

*How is your energy level? Do you sometimes wish you had more get-up-and-go?
Today let's look at how high-energy people get that way.*

Why is it that some people seem to have a never-ending supply of energy?

They get up feeling eager to get started and they radiate good spirits and high energy all day long. Did you ever stop by the vitamin counter at the drug store, wondering what you could take to get that kind of energy?

Let me tell you what I think. Assuming you are in good health, your strength and energy will come from having meaningful and clear lifetime goals. In other words, a purpose in life. You see, high-energy people know what they want and have an unshakable belief that what they want is possible. They have a purpose that they have chosen freely, and they set goals and develop action plans to help them achieve it.

What is your purpose? It doesn't matter so much what you want, as long as you want something. You'd be surprised how energized you can become once you know the answer to this question. When you have chosen your purpose, and you have a clear idea fixed firmly in your mind of what it is you want to be and do, you will be surprised at how your energy level will grow to help you find ways to get there.

You will become very resourceful and creative, and you will discover that having a purpose is the best vitamin in the world! Again I ask you, what is your purpose in life?

Lou Tice

The Pacific Institute

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Glad you Asked

Your questions answered

Question:

A coworker recently talked about buying back her civilian time. What exactly is this, and how do I go about doing this?

Answer:

If a person has temporary time (meaning at one point they were a temporary employee), they can “buy back” this time. They can pay into FERS or CSRS for this time towards retirement.

Depending on their retirement system they will need to either fill out a SF 2308 for FERS employees or a SF 3108 for CSRS employees. The forms are both two pages long; but only the first page has to be filled out. After this is completed, the forms need to be sent to the Army Benefits Center (ABC) at:

Department of the Army
Office of the Assistant Secretary
Manpower and Reserve Affairs
Southwest Civilian Personnel Center Attn: ABC-C
301 Marshall Avenue
Fort Reily, KS 66442-5004

From this point, the ABC Center will calculate the amount of temporary time documented in the employee’s OPF. They will record this on the second part of the form. After this is completed, the forms will then be sent to the Office of Personnel Management (OPM). OPM will then make sure the calculations are correct.

Once this step is completed, OPM will send the employee a letter detailing the amount needed to buy back this time. The letter will also specify how to buy it back, monthly payments, lump sum, etc. Keep in mind that a payroll deduction is not an option. Once the time is paid for, OPM will send the employee a receipt. The receipt should be kept in a safe place, and a copy should be sent to the CPOC to be added to the employee’s OPF.

For further information, contact OPM at 724-794-2005 or CPAC at 6-0927.

We welcome your questions

We try our best to answer your questions as they are presented. If you would like to know something that we may be able to answer or find out the answer to, you are more than welcome to email us at atztcp@wood.army.mil and the answer will be posted in the next UPDATE bulletin.

Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year. Visit www.wood.army.mil/CPO/leavetra.htm for general information about the leave transfer program and forms to become a recipient, as well as to become a donor of leave time.

The following employees are approved leave recipients:

Retha K. Bennett - DOL – personal battle with illness

Lonnie Bernier – DOL – personal battle with illness

Tom Black – MEDDAC – personal battle with illness

Cathy Bower – MP School – family member’s battle with illness

Cozetta Case – MEDDAC –personal battle with illness

Bonita Champion - DMWR – personal battle with illness

Tommy Davis - 3rd Chem. Brigade - personal battle with illness

Kenneth Harris – DOL – personal battle with illness

James Hudson – 1st BDE - personal battle with illness

Nancy Hutton – DOTLD – personal battle with illness

Joyce Lynn - MEDDAC – personal battle with illness

Janet McMahon – MILPO – personal battle with illness

Stephen J. Rogge – Executive Services Office- personal battle with illness

Cathy Scott – MEDDAC – personal battle with illness

Cheryl Zimmer, DOTD – child’s battle with illness

Sheila D. Ziegler – DOL – family member’s battle with illness

CUSTOMER FEEDBACK FORM

Our goal is to provide TIMELY, ACCURATE and PROFESSIONAL service to all our customers. We need your feedback regarding the kind of service we provide so we can analyze how we are doing. Would you please take the time to complete the following items?

Please identify the type of personnel action we worked on. Thank you for your comments, suggestions and overall evaluation of our service.

- **PRODUCT IDENTIFIER** (type of action): _____
Examples: evaluation of application, referral list, request for personnel action (RPA) number, processing of benefits, pay issues, job description, update of OPF, processing of award, nomination for training, responses to inquiry, etc...

- | | <u>YES</u> | <u>NO</u> | |
|---|-------------------|------------------|-------------------|
| 1. Was this action completed/service provided in an acceptable time frame? | ___ | ___ | |
| 2. Do you think the product is accurate and represents good staff work? | ___ | ___ | |
| 3. Did you get the kind of information you needed to make informed choices? | ___ | ___ | |
| 4. Were our interactions with you courteous? | ___ | ___ | |
| 5. Overall, how would you rate the product/service you received? | | | |
| ___Excellent | ___Good | ___Adequate | ___Unsatisfactory |

- Please provide any comments/suggestions/recommendations you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO".

6. If you would like a *personal response* to your suggestion or comments, please provide your name, phone number and electronic mail address.

Thank you for taking the time to complete this feedback form. My expectation is that my staff will provide prompt and courteous service to all our customers. The CPAC believes in "People Serving People."

Please mail this form directly to me, send it electronically to atztcp@wood.army.mil, or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

Director
Civilian Personnel Advisory Center
140 Replacement Ave, Ste 2210
Fort Leonard Wood, MO 65473-8935

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EDITORIAL POLICY

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Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.

